

EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH



NURSING SERVICES OFFICER COMMUNITY HEALTH BUREAU HEALTH AND HUMAN SERVICES DEPARTMENT

The City of Long Beach is seeking an experienced, dynamic and collaborative individual with expertise to lead the City's nursing services programs and who is committed to ensuring the Department is prepared for the ever changing environment of these programs.



THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the

Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City proudly promotes a healthy and connected community that supports active living where people of all ages enjoy a walkable, bikeable and livable environment. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full service City providing all traditional public services. In addition to its traditional services, Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, a Gas & Oil Department and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 6,000 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



THE DEPARTMENT

The Health and Human Services Department has more than 300 employees located in nine sites. It operates with a \$116 million annual budget, 86% of which comes from Federal, State, County, and private funds. Reporting to the Director are the City Health Officer and six bureau managers: Collective Impact & Operations, Community Health, Environmental Health, Housing Authority, Human Services and Physician Services. The mission of the Department is to "Improve the quality of life by promoting a safe and healthy community in which to live, work, and play." The Department values quality and excellence, innovation, teamwork, diversity and equity.

THE POSITION

The Nursing Services Officer is an at-will management position that is a key member of the Department's management team and reports directly to the Community Health Bureau Manager. The Nursing Services Officer is primarily responsible for ensuring the Public Health Nursing activities required by the California Health and Safety Code are carried out by the 32 employees of the Nursing Services Division (Public Health Nurses, Health Educators and Community Workers). These activities include promoting health and safety across the life span from prenatal to older adults with a focus on maternal, child and adolescent health; vulnerable populations; and older adults. Duties of this position include, but are not limited to:

- Providing effective leadership, administration and management of the Division.
- Leading and participating in multi-sector partnerships within the Department and with other City Departments and programs, community providers and community members to develop and implement innovative solutions to improve health across the life span.
- Engaging in planning and implementation efforts to prepare for public health emergencies.
- Participating in grant writing efforts and overseeing grant funded programs to support programming and ensuring the accuracy of program budgets and proper allocation of funds.
- Reviewing the organizational structure and personnel strengths to develop systems and procedures to promote best practice operations.
- Serving as liaison and communicating effectively at regulatory federal/state agency meetings, city council meetings, professional associations, community meetings and task forces.
- Engaging in data sharing strategies and negotiation to strengthen capacity for effective customer service.
- Ensuring adherence to the requirements of City, state, local and federal regulations and laws.

THE IDEAL CANDIDATE

The ideal candidate will:

- Understand the broad context and innovative practices for addressing the health needs of the community.
- Understand the Public Health Nursing Practice Model.
- Understand and has supported design of integrated social service and community models to increase positive impact on individuals, families and communities.
- Have knowledge of the regulations governing the management and operations of programs and public and financial reporting requirements, auditing and reviewing standards.
- Have the ability to establish and maintain effective working relationships with staff, community partners, regulatory agencies, local officials, residents and Boards and ability to develop and promote a culture of quality customer service.
- Understand the social determinants of health and opportunities for effective partnerships to impact areas outside of public health nursing.

Experience + Education:

1. Graduation from an accredited university or college with a Bachelor's degree in Nursing, a current license to practice nursing in the State of California and a valid Public Health Nurse Certificate. Master's degree in Nursing or Public Health is highly desirable.
2. Five years of professional experience in the field of Public Health Nursing; three years of which must have been in a supervisory or leadership capacity.

Professional Attributes:

- Engaging, collaborative, facilitative in nature, works well with Department staff in all positions and the community.
- Willing and able to challenge the "status quo" when needed.
- Action and results oriented, innovative, strategic, accepts accountability; energetic and is willing to be hands on.
- Comfortable working in a complex public service organization with rapidly changing issues, needs and challenges.
- An active listener and supportive team builder with strong interpersonal and communication skills.
- Works constructively in a culturally inclusive work environment and community.

SALARY + BENEFITS

The salary range for this position is \$88,000 to \$132,000 annually. Placement in the range will depend on qualifications. The City's compensation package also includes an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Transportation Allowance**
- **Health and Dental Insurance** – The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Flexible Spending Account** – Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation 457(b) Plan** – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- **Technology Allowance** – Monthly phone stipend.

APPLICATION PROCESS

This recruitment will close at 4:30 pm **on Friday, September 16, 2016**. To be considered for this opportunity, applicants must submit a resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. **Resumes should be submitted at LBDHHS-JobApplications@longbeach.gov (please include Nursing Services Officer HE16-113 in the subject line).** Candidates must also complete the supplemental questionnaire and supply copies of a current license to practice nursing in the State of California and a valid Public Health Nurse Certificate.

The City anticipates inviting a smaller group of finalists for further interview by October 2016, with an appointment anticipated no later than December 2016, following the completion of thorough reference and background checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Department of Health and Human Services, Administration Division, at (562) 570-4009. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-4009.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

SUPPLEMENTAL QUESTIONS

Please submit your written response to the following questions in PDF format. Responses are to be no more than one page per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process.

1. Briefly describe your experience managing programs or special projects, including the type and number of the staff and description of the programs/projects you coordinated. What challenges did you face and how did you resolve those challenges?
2. Communication at all levels is key to ensuring staffing units are aligned and embrace performance requirements. Describe your communication style, and what you would do to ensure people are engaged with program/project objectives, organizational policy, protocol, staffing roles etc.?